Title II State Coordinator Conference Call Summary
Thursday, August 7, 2003, 3:00 PM and Friday, August 8, 2003, 11:00 AM

Represented: Westat, U.S. Department of Education (ED), Arkansas, California, District of Columbia, Hawaii, Indiana, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Jersey, Ohio, Oklahoma, South Carolina, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, and Wisconsin.

General
- Dottie Kingsley and David Chin are the new Title II project team leads at ED.
- To order multiple copies of the Secretary's Report, go to the GPO web site (www.gpo.gov) or call 877-433-7827.
- The Title II website (www.title2.org) contains Excel and public use files and a PowerPoint presentation for state use.
- Westat's Teacher Quality Service Center contacts for this year are as follows. They can be reached by email, as specified, or by calling 800-937-8281.
  - Alabama through Maine
    Tamara Morse Azar, ext. 5102, TamaraMorse@westat.com
  - Maryland through Rhode Island
    Darcy Pietryka, ext. 4895, DarcyPietryka@westat.com
  - South Carolina through Wyoming and Outlying Areas
    Elizabeth Buckland, ext. 2304, ElizabethBuckland@westat.com

Reporting Process
- State reports are due October 7, 2003.
- Institutional reports are due April 7, 2004.
- State reports must be completed on-line using the State Reporting System (SRS).
- The on-line SRS became available to states on Monday, August 4, 2003 at www.title2.org/title2srs.
- Much of the report has been pre-loaded from last year.
  - Use the "Print Menu" function to print your report first, and note any changes.
  - Print each section separately, as some can be lengthy.
  - Modify the report based on policy changes in your state.
  - Double-check all Web addresses to be sure they are current.

System Features
- The Teacher Quality Service Center sent each state, via email, a user ID and password for the SRS.
  - States cannot use the passwords they used last year.
  - Passwords must be 8 to 12 characters in length and include at least one letter and at least one number.
  - The Teacher Quality Service Center will issue up to two user accounts per state, upon request. If you have more than one user, it is your responsibility to ensure that one writer does not overwrite the other writer's entries. We suggest you track who is using the system and when. If data are overwritten, we can restore it to the previous day only. We cannot restore data lost during the day.
- A "Not Applicable" button has been added to all "Yes-No" questions. Answer all appropriate questions with "Yes," "No," or "Not Applicable."
- A time-out warning will appear if you have not saved data (by clicking on one of the Save buttons) in 15 minutes.

- Use "Introduction" or "Supplemental" sections to further explain pass rates or other data.
    - These report sections are voluntary.
    - Contact the Teacher Quality Service Center if you want last year's information re-loaded to these sections.

Pass Rates
- States should send their pass rates to the Teacher Quality Service Center as soon as possible!
    - The Title II SRS User Manual contains a checklist for submitting pass rates (see Section E.2.a. Uploads). You can find the Manual on the Title II web site (www.title2.org).
    - You may send your pass rates via email or CD. If sending a CD, send a duplicate copy, not the original!
- Several sections of the SRS are populated from your pass rate files. You will not be able to complete these sections until your pass rates are uploaded.
- Pass rate files with major problems will not be uploaded until the problems are resolved. Pass rate files with minor problems will be uploaded, and your Teacher Quality Service Center contact will work with you to resolve outstanding issues. These issues must be resolved before you can certify your data.

Waivers
- Report waivers this year in the same way you have in the previous two years.
- A revision in the definition and reporting of waivers will take effect in the next reporting year, 2004. You will be required to report a full-year count.
- The Title II team will distribute more information about the waiver revision in the near future.

Legislation
- The Title II team will:
    - Check to see if the Department is still collecting public comments regarding HR 2211;
    - Distribute Web addresses regarding HR 2211 in the near future;
    - Determine if there is a Department response to the July 2003 GAO report on teacher quality (GAO-03-631); and
    - Investigate the possibility of having a NCLB representative speak to the state coordinators, as Title II and NCLB are becoming closely aligned.

Subject Area Bachelors Degrees
- "Subject area" and "academic content area" are used synonymously. An education degree is not considered a content area degree.
- States, not institutions, should determine what constitutes a major.
- States may have different requirements for secondary and elementary certifications. Answer questions in Section I of the SRS broadly to encompass all requirements, and use space provided to explain when the requirements do not apply. Contact the Teacher Quality Service Center with any questions.

Third Year Cohort Data
- Third year cohort data will be reported in the next reporting year, 2004.

Verification of Data

- States will have ample opportunity to verify data:
  - Section IX of the SRS provides states with an on-going list of edits or errors that need to be corrected in the report data. Refer to this list on a regular basis and resolve issues as soon as possible. All issues must be resolved before you can certify your data.
  - Pass rates and quartile rankings will be mailed via Federal Express to each state for final approval signature.
    - The Teacher Quality Service Center will recalculate pass rates as one of many new edit checks.
  - Upon closure of the SRS (on October 7, 2003), states will have a two-week period to review data and make any corrections in the SRS.
  - States will receive tables and charts for the Secretary's Report for final review before the report is printed.
- The Title II teams at the Teacher Quality Service Center and ED are focused on improving accountability, including improving the accuracy and quality of data. It is critical that states pay attention to edits and errors and take advantage of data review opportunities!
- State Super Users will receive an email confirmation upon certification of data.

Other State Issues and Questions

- Institutions are required to keep only the most current data.

System Errors

- One state reported that the system would not accept zip codes on the Contact Information screen. This issue has been resolved.